

Burwell Parish Council
Land, Buildings & Facilities Group
Meeting of 28.04.2026 , 7.30 pm at Mandeville Hall
Minutes

Members:
 Lea Dodds (Chair), Richard Jenkins
 (Vice Chair), Linda Kitching, Jim
 Perry, Liz Swift, Geraldine Tate,
 Paul Webb

Present: Cllr Elizabeth Swift, Cllr Hazel Barber, Cllr Pat Cleary, Cllr John Damian, Cllr Lea Dodds (Chair), Cllr Richard Jenkins, Cllr Linda Kitching, Cllr Ben Lucas, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Ben Vinten, Cllr Yemi Macaulay

LBF/280426/01 Apologies for absences and declarations of interests.

Paul Webb apologised for absence and Ben Lucas declared an interest in the allotments.

LBF/280426/02 Approval of the minutes of the meeting held on 17.03.2026.

The minutes of the meeting held on 17.03.2026 were approved.

LBF/280426/03 Property items for discussion:

Issue/Update	Actions
1) Gardiner Memorial Hall	
Loft insulation – several quotes have been sought but transport costs have been prohibitive. We are now looking at other options. We may need building control approval. The Clerk is investigating this further.	KH to follow up.
Exit and Entrance – a presentation was provided detailing the changes we want to make to make the exit safer. Clerk and Ben Lucas to submit a pre-planning application.	KH/BL
2) Mandeville Hall	
Car Park Chain – After some discussion it was felt the bollard proposed by the maintenance officer was not suitable and a telescopic one may be better. Clerk to research further following suggestions from the working group.	KH
Distribution board replacement provisionally scheduled for 11 th May	
3) Jubilee Reading Room	
No updates were discussed	
4) Pavillion/Recreation Ground and Tennis Courts	
Recreation Ground Barrier: This has been damaged twice recently by vans trying to enter the car park. It is also very heavy and difficult to close. The Clerk is awaiting a quote from Brian Marsh for a replacement swing barrier,	KH
5) Cemetery and chapel	
Replacement of trees: 2 large Swedish whitebeams were removed following the tree survey. The Clerk had spoken to the trees officer at Cambridgeshire County Council and she provided some recommended native species. Prices were sought from Barcham's but were felt to be expensive. Clerk to research further.	KH
5) Allotments	
<ul style="list-style-type: none"> BDHC propose a cold water pipe to run from the bath to the BDHC shed so they can make cups of tea. This was discussed and it was agreed this should be recommended to full council with a condition that they insert an isolation valve to reduce issues from freezing. Compostable toilet possibility. BDHC need to write a detailed proposal to Burwell Parish Council detailing costs, funding, any safety and maintenance issues and who they would want to take responsibility. 	<p>Full Council</p> <p>BDHC</p>
6) Margaret Field	

7) Westhorpe Play area	
Use of remaining allocated funds – Geraldine Tate and Pat Cleary volunteered to look at how we spend the remaining £2,267.27. The clerk said that originally, we were going to look at picnic benches and also the inclusive play audit for recommendations.	GT/PC
8) Jubilee Green Play area	
9) Priory Orchard and Spring Close	
The Clerk noted that the gate had been vandalised and would be fixed when the maintenance officer builds more compost bays there as requested by Wild Burwell.	Maintenance Officer
10) The Lock up – Newnham Lane	
Repair of the roof needs revisiting and more quotes	KH
11) Pauline's Swamp Nature Reserve	
Open day 6 th September, Ryan Noyes volunteered to help. A large BBQ and generator are needed. KH suggested that Liz Swift contact Burwell Football, someone else suggested contacting the Scouts.	LS

LBF/280426/05 Benches and Bins

The working group agreed to delegate authority to the Clerk to purchase and place 5 bins and 2 benches utilising the recently allocated CIL budget of £2500

LBF/280426/06 Fire Safety Contract and fixed wire testing

This was deferred to the next meeting. Quotes for the fire safety contract may go straight to Council.

LBF/280426/07 Consideration of quotation for shutter servicing

The working group will **recommend to Council** that we progress with the quote of £310 from Syston Doors for the fire shutter servicing at Mandeville Hall and Gardiner Memorial Hall

LBF/280426/08 Any other urgent matters

Defibrillator – Gardener Memorial Hall

Liz Swift provided an update regarding the possible installation of a defibrillator at Gardener Memorial Hall, as discussed at the Community, Safety, Health and Sports meeting held on 21 April 2026. Liz has spoken with Jacqueline Whipp, who owns the defibrillator and is/was an NHS paramedic. It was noted that the Parish Council would be responsible for replacement of batteries and pads and that Ms Whipp would be paid to carry out regular checks.

Katherine Hyett advised that she still has several questions which need to be addressed before a full proposal can be presented to Council. Liz Swift plans to speak with Jacqueline Whipp again, and Katherine Hyett will provide a list of questions to be followed up.

Maintenance Officer – Health and Safety and Staffing

The Clerk explained that, due to the medical issues, she would like the following actions to be taken.

Using her authority under Burwell Parish Council's Financial Regulations, section 5.18:

- The Clerk will authorise a health and safety consultant to undertake a full risk assessment of all maintenance officer duties – this is expected to cost circa £500.
- The Clerk will also authorise a referral to an occupational health specialist – costs to be confirmed but initial cost likely to be £400-£600

The Clerk further requested:

- That the working group recommend to Council the appointment of a Maintenance Support Officer, in line with the proposal paper provided, for a period of 16 weeks commencing as soon as possible.

- That the current strimmer and hedge cutter be replaced with battery-operated equipment from EGO, specifically, with quotes to be provided to full council. The proposed equipment would significantly reduce vibration exposure, support the Council's Net Zero objectives, and reduce ongoing fuel costs. A quotation was provided by Newmarket Garden Machinery totalling £995, who currently service the Council's machinery. The Clerk confirmed that prices were checked online and the same quotation was received from two additional suppliers. Councillors also suggested alternative suppliers, including Charlie Kirk, Ben Burgess and Fenland Spirit Services. The Clerk will check both equipment choices and prices with a couple more suppliers and provide a detailed quote to council.

It was agreed that the appointment of a temporary maintenance support officer and the new equipment could go to Council for approval.

LBF/280426/09

Date of the next meeting: 30.06.2026

Signed

Dated